

**COUNCIL ON PHYSICIAN ASSISTANTS
MEETING MINUTES
APRIL 11, 2018**

PRESENT: Jeremiah Barrett, Jennifer Jarrett, Nadine Miller (*arrived at 9:03 a.m.*), Jody Wilkins

STAFF: Tom Ryan, Executive Director; Kate Stolarzyk, Bureau Assistant; and other Department staff

CALL TO ORDER

Jeremiah Barrett, Chair, called the meeting to order at 9:01 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jody Wilkins moved, seconded by Jeremiah Jarrett, to approve the minutes of October 26, 2017 as published. Motion carried unanimously.

(Nadine Miller arrived at 9:03 a.m.)

ADMINISTRATIVE UPDATES

Election of Officers

COUNCIL CHAIR

NOMINATION: Jeremiah Barrett nominated Jennifer Jarrett for the Office of Council Chair.

Tom Ryan called for other nominations three (3) times.

Jennifer Jarrett was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Jennifer Jarrett nominated Jeremiah Barrett for the Office of Vice Chair.

Tom Ryan called for other nominations three (3) times.

Jeremiah Barrett was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Jeremiah Barrett nominated Nadine Miller for the Office of Secretary.

Tom Ryan called for other nominations three (3) times.

Nadine Miller was elected as Secretary by unanimous consent.

2018 ELECTION RESULTS	
Council Chair	Jennifer Jarrett
Vice Chair	Jeremiah Barrett
Secretary	Nadine Miller

Appointment of Liaisons and Alternates

2018 LIAISON APPOINTMENTS	
Representative at Medical Examining Board	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>
Credentialing Liaison	Nadine Miller <i>Alternate: Jeremiah Barrett, Jennifer Jarrett</i>
Legislative Liaison	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>
Education and Exams Liaison	Jeremiah Barrett <i>Alternate: Nadine Miller</i>
Examination Panel	Jeremiah Barrett, Nadine Miller <i>Alternates: Jennifer Jarrett</i>
Practice Question Council Contact	Jeremiah Barrett <i>Alternate: Nadine Miller</i>
Travel Liaison	Jennifer Jarrett <i>Alternate: Nadine Miller</i>
Rules Liaison	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>
Website Liaison	Nadine Miller <i>Alternate: Jeremiah Barrett</i>
Prescription Drug Monitoring Program Liaison	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to affirm the Chair's appointment of liaisons for 2018. Motion carried unanimously.

Delegation of Authorities

Document Signature Delegation

MOTION: Jennifer Jarrett moved, seconded by Jeremiah Barrett, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Council, by order of succession, to sign documents on behalf of the Council. In order to carry out duties of the Council, the Chair, chief presiding officer, or longest serving member of the Council, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Council delegates the authority to Executive Director, or designee, to sign the name of any Council member on documents as necessary and appropriate. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Jennifer Jarrett moved, seconded by Nadine Miller, that, in order to facilitate the completion of urgent matters between meetings, the Council delegates its authority to the Chair or chief presiding officer, or longest serving member of the Council, by order of succession, to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters except potential denial decisions which should be referred to the Council on Physician Assistants for recommendation to the Medical Examining Board for final determination. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Jennifer Jarrett moved, seconded by Nadine Miller, that the Board counsel or another department attorney is formally authorized to serve as the Council's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Authorities

MOTION: Jennifer Jarrett moved, seconded by Nadine Miller, to authorize Department staff to provide national regulatory related authorities with all Council member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Jeremiah Barrett moved, seconded by Jennifer Jarrett to designate to the Chair or chief presiding officer, or longest serving member of the Council, by order of succession, to provide a brief statement or link relating to council-related business within the license renewal notice at the Council's or Council designee's request. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Jeremiah Barrett moved, seconded by Nadine Miller, to delegate authority to the Legislative Liaisons to speak on behalf of the Council regarding legislative matters. Motion carried unanimously.

Travel Delegation

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to delegate authority to the Travel Liaison to approve any Board Member travel. Motion carried unanimously.

Occupational Licensure Study Liaison

MOTION: Jeremiah Barrett moved, seconded by Nadine Miller, to designate Jennifer Jarrett as the Council's liaison to represent and speak on behalf of the Council regarding occupational license review and related matters. Motion carried unanimously.

LEGISLATIVE MATTERS

Consider Motion to Appoint Jennifer Jarrett to Speak Regarding the CARES Act and Senate Bill 477/Assembly Bill 582 on Behalf of the Council on Physician Assistants and to Work with the Medical Examining Board, Podiatry Affiliated Credentialing Board, Wisconsin Association of Physician Assistants, American Association of Physician Assistants Regarding Both Legislative Matters

MOTION: Nadine Miller moved, seconded by Jody Wilkins, to appoint Jennifer Jarrett to speak regarding the CARES Act and 2017 Wisconsin Act 227 on behalf of the Council on Physician Assistants, and to work with the Medical Examining Board, Podiatry Affiliated Credentialing Board, Wisconsin Association of Physician Assistants, and the American Association of Physician Assistants regarding both Legislative matters. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Council on Physician Assistants Position Statements

MOTION: Jennifer Jarrett moved, seconded by Jeremiah Barrett, to request that DSPS staff remove the existing Position Statements and Frequently Asked Questions on the DSPS website. Motion carried unanimously.

CREDENTIALING LIAISON TRAINING

MOTION: Jeremiah Barrett moved, seconded by Nadine Miller, to direct Department Staff to research Physician Assistant self-reporting of National Practitioner Data Bank information with applications. Motion carried unanimously.

DELEGATION OF RATIFICATION OF EXAMINATION RESULTS

MOTION: Jeremiah Barrett moved, seconded by Jennifer Jarrett, to delegate ratification of examination results. Motion carried unanimously.

ADJOURNMENT

MOTION: Jody Wilkins moved, seconded by Jeremiah Barrett, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:39 a.m.